

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	USNH/VA/19/03
		募集締切日： Closing Date	7 May 03
		発行日： Date of Issue	24 Apr 03
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LAD <u>3</u>) <h3 style="text-align: center;">Secretary #198</h3> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center;">1 名</div>	
2.部隊 Activity U.S. Naval Hospital, Yokosuka (USNH) Directorate for Health Care Services Senior Medical Executive, Associated Directorate for Surgical Services Obstetrics & Gynecology Department 勤務場所 Working Place 横須賀市 泊町 Tomari-cho, Yokosuka		4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular 勤務日 Work Days Mon-Fri 0730-1615 勤務時間・休憩 Work Hours/Recess Period 0730-1615 / 1130-1215 <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
6.職務内容 Duties See attached.			
7.資格要件／身体条件 Qualification / Physical Requirements a. One year of specialized experience in the same line of work at 1-3 level OR completion of accredited college/university. b. Knowledge of Navy Correspondence and military protocol. c. Skill in operating personal computer such as MS Word, Excel and Outlook. d. Ability to speak, read, and write English at fluent proficiency level (LAD-3). e. Ability to speak, read, and write Japanese at native language level. Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Copy of English Proficiency Certificate <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		
問い合わせ先 for Job Inquiries ・ 担当部署／担当者名 Office 米海軍横須賀病院 人事課 / 坂井 ☎046-821-1911 (Extension/内線) 243-8652	提出先 Office to Submit 〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	事務処理欄 For Official Use PD No.: USNH-3125-003 PD is accurate and current. Certified by Activity: ys HRO at 4/24 so4/24 ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません Submitted applications will not be returned.

Serves as personal assistant to Head, Department of OB/GYN, assuming responsibility for administrative and clerical duties. Receives and screens incoming telephone calls and visitors for physicians, taking appropriate action based on own judgment to include generating CHCS telephone consults. Coordinates all scheduled meetings and official related TAD visits for OB/GYN providers. Attends and takes notes at meetings and summarizes the proceedings for supervisor and staff. Provides administrative support by preparing all official memorandums, letters and reports, coordinating matters with other hospital offices and external businesses for information, and drafting replies to inquiries or requests for information when technical knowledge is not required. Performs interpreter services (Japanese and English) for official business visitors and clinic patients. Provides written translation of official correspondence and documents (Japanese and English). Generates and maintains provider appointment templates and schedules as directed. Generates monthly clinic schedule and inputs the schedule into CHCS.

Uses CHCS effectively, schedules and reschedules appointments ensuring efficient utilization of appointment slots and making adjustments to meet clinical needs. Reviews all consultations to the OB/GYN Clinic from a wide range of sources including within the hospital, outlying military MTF's, US, USNS and MSC naval vessels and local Japanese MTF's. Schedules appointments from consultations based on urgency and level of importance of the OB/GYN condition by direction and assistance from the clinic nurses and providers.

Maintains operating room schedule book and database, scheduling and rescheduling surgeries as directed and ensuring compliance with operating room policy. Maintains and updates the EDC database and notifies all OB patients 38 plus WEGA at Typhoon Condition II and instructs them to report to hospital at Typhoon Condition III as per hospital guidelines. Coordinates and schedules procedures to include ultrasound, HSG, Colposcopy, LEEP and Amniocentesis. These may involve communication with multiple departments within the hospital, outlying MTF's and patients coming via the aeromedical evacuation system.